

Richland County Joint Ambulance Committee:  
Strategic Planning for EMS Subcommittee

May 20, 2020

Minutes

Present: Brian McGraw, Sharon Schmitz, Bob Holets, Mary Rognholt, Glen Niemeyer, Darin Gudgeon, Clinton Langreck (County Administrator), Paul Kardatzke (Jewell and Associates).

Not Present: N/A

1. Meeting was called to order at 19:01.
2. Notification of the meeting had been made and the agenda was posted.
3. Committee attendance was as noted above, with a quorum.
4. A motion was made by Schmitz to approve the agenda. It was seconded by Niemeyer. The agenda was approved.
5. A motion was made by Holets to approve the previous Subcommittee meeting minutes as presented. Motion seconded by Rognholt. The motion carried.
6. In election for Subcommittee Vice Chair, Niemeyer nominated Holets, seconded by Schmitz. Motion carried. By unanimous ballot, Holets is the Subcommittee Vice Chair.
7. The proposed contract with Jewell and Associates was reviewed silently. Holets inquired about the criteria. McGraw stated the study of the two locations would be looking at code compliance, if the location would work for the Service's needs as previously laid out, and the estimated cost associated with needed work to be done. This would allow for a more "apples to apples" type of comparison. Jewell and Associates would assign an engineer and architect to the project, with the fee set at \$1,600 for both buildings to be evaluated. It was noted that these evaluations may end up determining that neither location would work for the Service, but at least there would be an answer to the questions at hand. Kardatzke stated that Jewell has worked through similar projects recently, such as the Spring Green Police Department. He stated that the Department had identified two options and had called upon Jewell to determine the cost to buy and remodel to guide their purchase. Kardatzke overviewed other similar experience and noted that part of their role is to give impartial advice removed from any politics or emotions. He estimated that they could have this project done within 2-4 weeks, depending upon access. McGraw reminded the subcommittee that money had been included in the budget for professional services associated with the building purchase. He inquired what the process would need to be to sign this contract. Gudgeon stated that any expenditure less than \$5,000 needs the committee approval; anything above that would need to go to the County Board as well. McGraw stated that he had concerns about getting a Committee meeting set in a reasonable timeframe. Gudgeon explained that in situations in the past where time was of the essence, such expenditures could be approved by the committee chair and at the next committee meeting, the details of the expenditure and decision must be shared with the committee. McGraw stated that if the subcommittee felt it was an item the committee would be in support of, then he

would be comfortable approving it at this time rather than holding a special meeting. Members of the subcommittee expressed their agreement with the sentiment and support of the contract being signed. Schmitz made a motion to authorize the contract with Jewell and Associates for the work as laid out with the fee not to exceed \$1,600. Motion seconded by Holets. Motion carried. Gudgeon stated he would coordinate the necessary building visits.

8. Niemeyer made a motion to adjourn, seconded by Schmitz. The meeting was adjourned at 19:34.

Members of the Subcommittee also wished local EMS members a Happy EMS Week and shared their gratitude.